

INSTRUCTIONS FOR PREPARING SIMPLE FORMS

Every person, firm, corporation, or association seeking a contract, lease, or other agreement that requires an expenditure in excess of ten thousand dollars (\$10,000) must have on file with the Human Relations Commission an annual female, handicapped, and minority workforce analysis. (Please make a copy for your files prior to submission)

[Please note that incorrect or incomplete information submitted to the Human Relations Commission will be returned to the contractor for revision or completion, and the deficiencies will be noted in the contractor's file]

IF YOUR WORKFORCE LIVES OUTSIDE THE LOUISVILLE MSA, YOU MAY USE THESE FORMS OR SUBMIT YOUR OWN ANALYSIS BASED ON YOUR MSA.

The following instructions will assist you in completing the Simple Forms:

TABLE ONE

- **EEO JOB CATEGORY** - For a definition of each EEO Job Category, go to Page 3, DEFINITIONS AND LISTS.
- For the MINORITY ANALYSIS FORM, please refer to the RACE CLASSIFICATIONS on Page 5.
- **ALL MINORITIES PERCENTAGE/FEMALE EMPLOYEE PERCENTAGE:**
 - Step One: For the MINORITY ANALYSIS FORM, Add COMPANY BLACK EMPLOYEES, COMPANY HISPANIC EMPLOYEES and COMPANY OTHER MINORITIES [ALL MINORITIES]

OR

For the FEMALE/HANDICAPPED ANALYSIS FORM, gather the number of females for each EEO Job Category

- Step Two: Divide the answer to Step One by the COMPANY TOTAL EMPLOYEES for each EEO Job Category
- Step Three: Multiply Step Two by 100 and add the “%” symbol.
- **UNDER UTILIZATION-YES OR NO** – For each EEO Job Category, enter “NO” if the ALL MINORITIES PERCENTAGE/FEMALE EMPLOYEE PERCENTAGE is greater than or equal to WORKFORCE AVAILABILITY percentage. Enter “YES” if the ALL MINORITIES PERCENTAGE/FEMALE EMPLOYEE PERCENTAGE is less than the WORKFORCE AVAILABILITY percentage.
- **CURRENT VACANCIES** – For each EEO Job Category, enter the number of **Current Vacancies** (all open jobs, including newly-created positions). Add all the numbers in each category/row to calculate the Total.
- **NUMBER OF DISABLED EMPLOYEES** – For the FEMALE/HANDICAPPED ANALYSIS FORM, enter the number disabled employees who work for your company.

TABLE TWO [JUNE, JULY AND AUGUST 2010]

- **TRADES:** List all skilled craft trades that apply to the Company.
- **SKILLED CRAFT CLASS.** For a definition of each skilled craft classification, go to Page 4.
- **TOTAL WORK HOURS:** Enter the **Total work hours for all skilled craft workers on all projects in the Louisville Metropolitan Statistical Area** for each trade CLASS within each Trade listed. (For a definition of the Louisville MSA, go to Page 5.
- For the MINORITY ANALYSIS FORM, please refer to the RACE CLASSIFICATIONS on Page 5. ALL MINORITY WORK HOURS is the total work hours for Black, Hispanic and Other Minority skilled craft workers combined.
- **MINORITY PERCENTAGE/FEMALE PERCENTAGE:**
 - Step One: Divide the TOTAL of ALL MINORITY WORK HOURS/FEMALE WORK HOURS by the TOTAL COMPANY WORK HOURS for each TRADE
 - a. Step Two: Multiply Step Two by 100 and add the “%” symbol.
- **UNDER UTILIZATION-YES OR NO** – For each TRADE, enter “**NO**” if the MINORITY PERCENTAGE/FEMALE PERCENTAGE is greater than or equal to the LOUISVILLE METRO GOAL. Enter “**YES**” if the MINORITY PERCENTAGE/FEMALE PERCENTAGE is less than the LOUISVILLE METRO GOAL.

COMPANY SIGNATURE – The Company Official responsible for implementing the equal employment opportunity requirements must sign the Simple Form. This Official's name and job title should be typed or printed. The **Date** the Company Official signed the Simple Form must also be entered.

DEFINITIONS & LISTS

Major Job Groups

Executive/Senior Level Officials and Managers. Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO, whose responsibilities require frequent interaction with the CEO. Examples of these kinds of managers are: chief executive officers, chief operating officers, chief financial officers, line of business heads, presidents or executive vice presidents of functional areas or operating groups, chief information officers, chief human resources officers, chief marketing officers, chief legal officers, management directors and managing partners.

First/Mid Level Officials and Managers. Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, programs and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. Examples of these kinds of managers are: vice presidents and directors, group, regional or divisional controllers; treasurers; human resources, information systems, marketing, and operations managers. The First/Mid Level Officials and Managers subcategory also includes those who report directly to middle managers. These individuals serve at functional, line of business segment or branch levels and are responsible for directing and executing the day-to-day operational objectives of enterprises/organizations, conveying the directions of higher level officials and managers to subordinate personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel. Examples of these kinds of managers are: first-line managers; team managers; unit managers; operations and production managers; branch managers; administrative services managers; purchasing and transportation managers; storage and distribution managers; call center or customer service managers; technical support managers; and brand or product managers.

Professionals. Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a persons qualifications. Examples of these kinds of positions include: accountants and auditors; airplane pilots and flight engineers; architects; artists; chemists; computer programmers; designers; dieticians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians and surgeons; social scientists; teachers; and surveyors.

Technicians. Jobs in this category include activities that require applied scientific skills, usually obtained by post secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required. Examples of these types of positions include: drafters; emergency medical technicians; chemical technicians; and broadcast and sound engineering technicians.

Sales Workers. These jobs include non-managerial activities that wholly and primarily involve direct sales. Examples of these types of positions include: advertising sales agents; insurance sales agents; real estate brokers and sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.

Administrative Support Workers. These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping; accounting and auditing clerks; cargo and freight agents; dispatchers; couriers; data entry keyers; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.

Craft Workers(formerly Craft Workers (Skilled)). Most jobs in this category includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers; brick and stone masons; carpenters; electricians; painters (both construction and maintenance); glaziers; pipelayers, plumbers, pipefitters and steamfitters; plasterers; roofers; elevator installers; earth drillers; derrick operators; oil and gas rotary drill operators; and blasters and explosive workers. This category also includes occupations related to the installation, maintenance and part replacement of equipment, machines and tools, such as: automotive mechanics; aircraft mechanics; and electric and electronic equipment repairers. This category also includes some production occupations that are distinguished by the high degree of skill and precision required to perform them, based on clearly defined task specifications, such as: millwrights; etchers and engravers; tool and die makers; and pattern makers.

- ***Journey level workers*** are workers who have completed a specified training program or apprenticeship program or have qualifying experience in a craft or trade.
- ***Apprentices*** are workers who learn a recognized skill, craft, or trade requiring one or more years of on-the-job training through job experience supplemented by related instruction. Usually, before entering an apprenticeship program certain requirements must be fulfilled. Apprenticeship is a program that can be defined through a contract or agreement.
- ***Trainees*** are workers who learn a recognized skill, craft, or trade through on-the-job training, but are not part of an apprenticeship program.

Operatives (formerly Operatives (Semi-skilled)). Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of training. Examples include: textile machine workers; laundry and dry cleaning workers; photographic process workers; weaving machine operators; electrical and electronic equipment assemblers; semiconductor processors; testers, graders and sorters; bakers; and butchers and other meat, poultry and fish processing workers. This category also includes occupations of generally intermediate skill levels that are concerned with operating and controlling equipment to facilitate the movement of people or materials, such as: bridge and lock tenders; truck, bus or taxi drivers; industrial truck and tractor (forklift) operators; parking lot attendants; sailors; conveyor operators; and hand packers and packagers.

Laborers and Helpers(formerly Laborers (Unskilled)). Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include: production and construction worker helpers; vehicle and equipment cleaners; laborers; freight, stock and material movers; service station attendants; construction laborers; refuse and recyclable materials collectors; septic tank servicers; and sewer pipe cleaners.

Service Workers. Jobs in this category include food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of food service positions include: cooks; bartenders; and other food service workers. Examples of personal service positions include: medical assistants and other healthcare support positions; hairdressers; ushers; and transportation attendants. Examples of cleaning service positions include: cleaners; janitors; and porters. Examples of protective service positions include: transit and railroad police and fire fighters; guards; private detectives and investigators.

RACE CLASSIFICATIONS

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Other Minorities

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

Louisville, KY-IN Metropolitan Statistical Area

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| Clark County, IN | Jefferson County, KY |
| Floyd County, IN | Meade County, KY |
| Harrison County, IN | Nelson County, KY |
| Washington County, IN | Oldham County, KY |
| Bullitt County, KY | Shelby County, KY |
| Henry County, KY | Spencer County, KY |
| | Trimble County, KY |